

MiSSG for Students How to Update Institution

The <u>MiSSG Student Portal</u> allows students to create an account, complete State financial aid program applications, monitor State financial aid eligibility, and transfer institutions.

For **students** to create an account, they must have a current year <u>FAFSA</u> on file or have a Tuition Incentive Program (TIP) record on file. The student must also know their Social Security number (SSN) when creating an account. The MiSSG Student Portal is available at <u>michigan.gov/missg</u>.

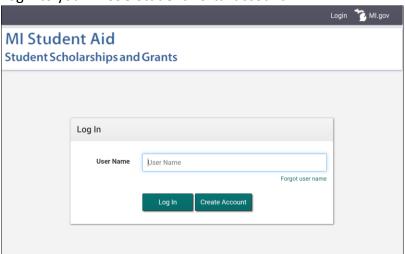
Eligibility for State financial aid programs is evaluated based on the first college listed on the FAFSA.

If the student's college choice changes, there are three options to update:

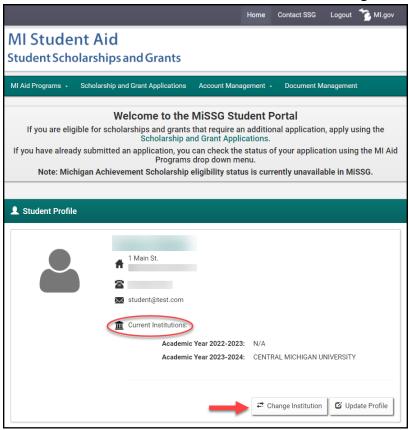
- 1. Create a MiSSG Student Portal account and change their institution.
- 2. Call our Customer Care Center at 1-888-447-2687.
- 3. Make an update to their FAFSA by logging into fafsa.gov.

How to Update the College on File in the MiSSG Student Portal

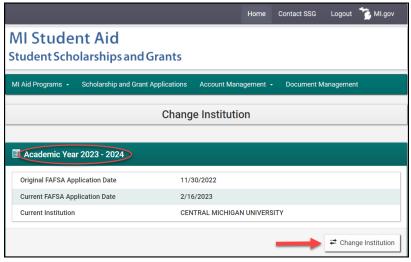
1. Log into your MiSSG Student Portal account.



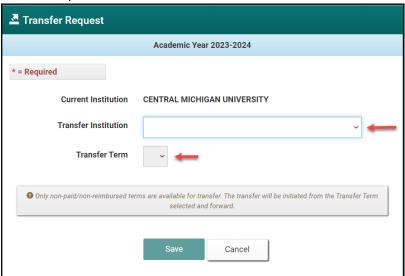
2. Once you have landed on the MiSSG Student Portal dashboard. Scroll down to Student Profile and under "Current Institutions" click the "Change Institution" button.



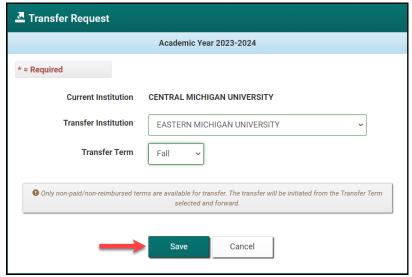
3. Double check you are changing the institution for the appropriate academic year/FAFSA. Then click "Change Institution."



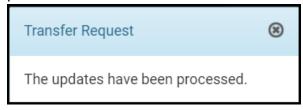
4. Select the institution you plan on attending from the "Transfer Institution" drop down menu. Then select the term you will be transferring/starting by utilizing the "Transfer Term" drop down menu.



5. Once you have selected the Transfer Institution and the Transfer Term, click "Save."



6. A pop-up message will appear stating "Transfer Request: Updates have been processed."



7. Once back on the MiSSG Student Portal dashboard check the Student Profile section, under Current Institutions you should now see the new institution listed.

